

WASHINGTON MILITARY DEPARTMENT

"Citizens Serving Citizens With Pride & Tradition"

State Civilian Job Opportunity

Homeland Security Planning Manager

(WMS Band 2)

BULLETIN # NB00007661
OPENS: October 25, 2007
CLOSES: November 12, 2007
LOCATION: Camp Murray, Tacoma (Lakewood), WA
SALARY: \$61,460 - \$88,775 annually, depending on qualifications

AGENCY OVERVIEW

The Washington Military Department has four major operational divisions: Army National Guard, Air National Guard, Emergency Management and the newly created Washington Youth Academy. These divisions utilize state and federal resources to perform homeland defense, homeland security, emergency mitigation, preparedness, response and recovery activities, and education services for at-risk youth.

The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions. To learn more information about the Military Department, visit our website at <http://mil.wa.gov>.

ROLE

Under the supervision of the Special Assistant to the Director, is the Homeland Security Planning manager responsible for the administration of three critical statewide and agency programs that have a significant impact on the Department's readiness and the safety and security of state assets, citizens and property. In addition to program responsibility this position provides oversight and leadership in developing and improving agency communication methods and resources, supports GMAP priorities and provides high level legislative analysis and support.

KEY RESPONSIBILITIES

- Administers the following three programs:
 - **State Homeland Security Program (Strategic Level)** - develops statewide homeland security strategic plan, strategic initiatives, policy and partnerships to ensure that expenditure of over \$50 million dollars in federal Homeland Security funding supports the National Strategy for Homeland Security.
 - **Agency Public Records Program** - develops statewide policy on the implementation of public disclosure statutes and policy. As the Agency's Public Disclosure Officer, provides leadership and oversight in tracking, responding and maintaining public records requests.
 - **State and Local Government Elected Official Security Clearance Program** - works directly with elected officials from the Governor to local mayor to determine eligibility for a federal security clearance, provide coordination between the federal Department of Homeland Security and local elected officials and ensure that classified briefings are attended by appropriately cleared state and local elected officials.
- Exercises independent judgment, creativity and decision-making to foster collaboration in the Washington State Domestic Security Infrastructure by attending meetings, providing educational briefings, and facilitating the annual review and update of the Homeland Security State Strategic Plan. In an environment with new and emerging parameters, balances requests for policy recommendations and demands for executive level briefing products with a quick turnaround from various levels of agencies including federal, state and local government.
- Publishes homeland security strategic plan updates, homeland security analysis documents, homeland security performance accountability, homeland security briefings on a wide variety of subjects and updates to committees, and materials for outreach and education of statewide and federal partners including a webpage and quarterly newsletter.
- Government Management and Accountability Performance (GMAP) and Priorities of Government: Assist the Special Assistant to the Director by analyzing Homeland Security program requirements, tracking progress on measurement factors and budget considerations for the Military Department, attending meetings and training sessions, formulate, recommend and implement solutions to assist in the successful completion of GMAP requirements for the Homeland Security program.
- Assists the Special Assistant to the Director by analyzing Homeland Security and Public Disclosure state and federal legislative (including Base Realignment and Closure issues), bill tracking and bill analysis: develop and implement processes for monitoring legislative initiatives and assisting in preparation of agency responses to inquiries regarding legislation sponsored by or estimated to have an impact on the Military Department.
- Works in teamwork with the agency Public Affairs Officer (National Guard) and agency Public Information Officer (Emergency Management) to combine outreach efforts into an integrated agency Communications Work Group and strategy. Works to ensure newsletters and public information are published and information is available to staff and stakeholders on the agency inter and intranet.

COMPENSATION / BENEFITS

The Homeland Security Planning Manager is a Washington Management Service appointment. The salary maximum is \$88,775 per year. The anticipated starting salary will range from \$61,460 - \$70,000, depending on qualifications. Washington State offers a full benefits package, including medical and dental coverage, life and disability insurance, retirement, as well as, deferred compensation and optional supplemental retirement accounts.

REQUIRED QUALIFICATIONS

A Bachelor's degree or equivalent experience in the area of business administration, public administration, political science, communications, law or related field AND two years of mid-level management, executive or consultative experience in a homeland security or a related government or private industry field.

DESIRED QUALIFICATIONS

- Knowledge of strategic planning and performance management
- Ability to understand National Strategy on Homeland Security, National Response Framework, National Preparedness Systems, and related Homeland Security policy and guidance documents.
- Ability to research, interpret and implement complex legislative information and measurement / assessment tools to make recommendation and resolve program issues related to GMAP, POG and / or similar government programs.
- Strong verbal and written communication skill to present agency input and program requirements to internal and external stakeholders.
- Comprehensive knowledge and skills in the use of Microsoft suite (including Word, PowerPoint, and Excel). Ability to learn and use other specialized software and database management tools.
- Ability to understand, assess and interpret complex and varied data sources to develop strategies and make policy recommendations.
- Ability to interact professionally with internal and external stakeholders on sensitive and / or confidential issues dealing with state, local and or federal homeland security or other applicable issues.
- One year of experience in strategic planning.

CONDITIONS OF EMPLOYMENT

- **Travel** - This position requires statewide travel 20 percent of the time with occasional nationwide travel.
- **Background Investigations** - Candidates are required to successfully complete a background check due to the nature and security of the job. Applicants will be required to sign releases of information and shall not have access to any investigative materials and files. The complete processing of a background check can take six months post-employment. Failure to pass the background check may result in termination.
- **Security Clearance** - May be required obtain and maintain a Department of Homeland Security "Secret" Security Clearance.

APPLICATION PROCESS

Individuals interested in applying for this position should submit an applicant package that includes the following items to applicant6@mil.wa.gov.

1. A letter of interest, not to exceed three pages, specifically outlining how you meet the desirable qualifications.
2. A current resume listing education, names of employers with dates of employment, and a concise description of experience for each position held.
3. A list of at least three employment references which includes your two most recent supervisors and one peer.
4. Responses to the supplemental questions below (4 pages using 12 point font, single-spaced).
5. [Applicant Profile Data Sheet \(voluntary\)](#).

Electronic application packets are preferred. Individuals who are not able to electronically submit an application package may submit it to:

Jennifer Connely, Human Resource Consultant
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Voice/Message (253) 512-7941 Fax (253) 512-7808

Interested individuals are encouraged to apply early. Application packets received after **November 12, 2007**, will not be guaranteed consideration.

RECRUITMENT AND SELECTION TIMELINE

The Military Department reserves the right, and may exercise the option, to make the hiring decision prior to these dates, with or without adhering to the foregoing interview outline.

Activity	Date
Recruitment Opened	October 24, 2007
Recruitment Closes	November 12, 2007
Initial Applicant screening completed	November 13-16
Top Candidates Notified of Interview Selection	November 16, 2007
Interviews Conducted	November 26, 2007

SUPPLEMENTAL QUESTIONS POSTED ON THE NEXT PAGE

SUPPLEMENTAL QUESTIONS

(Please limit your response to four pages using 12 point font, single-spaced).

1. The Homeland Security Planning Manager is not assigned a primary support person and is expected to perform duties with minimal administrative / clerical support. Please describe how you would manage your workload and meet deadlines in this type of environment. Please include in your response, examples of your experience in developing complex executive level documents using the Microsoft Office Suite (PowerPoint, Word, and Excel).
2. In this position, you would be asked to present briefings, program overviews and other high-level presentations on behalf of the Washington Military Department Director, The Adjutant General. These presentations cover a wide variety of subjects and are often focused on informing and influencing policy decisions that impact the agency at the local, state and federal levels of government. Describe your experience making executive level presentations to diverse stakeholders. Include in your response the topics and types of audiences you have addressed.
3. Describe your experience developing and / or maintaining strategic plans. Include in your response if you have written and your interpretation as to how goals, objectives, strategies and performance measures are used to make an organization effective.

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.